

DEPARTMENT OF EMPLOYMENT AND LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

- CLOSING DATE** : 16 May 2022 at 16:00
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). NB: Indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. **ERRATUM:** Kindly note the advertised post of Senior Collective Bargaining Officer Ref No: HR 4/22/03/12HO for Head Office, Pretoria is withdrawn. The post is advertised on Public Service Vacancy Circular 11 of 2022 with a closing date of 11 April 2022. Sorry for inconvenience. Enquiries: Mr L Dithuge Tel No: (012)309 4131. Kindly note the advertised post of Deputy Director: Labour Centre Operations: Sabie Ref No: HR4/4/7/58 for Provincial Office Mpumalanga, Sabie Labour Centre is withdrawn. The post is advertised on Public Service Vacancy Circular 09 of 2022 with a closing date of 28 March 2022. Sorry for inconvenience. Enquiries: Ms. M Mazibuko Tel No: (013) 764 2105

OTHER POSTS

POST 15/37 : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT AND COMMITTEE SERVICES REF NO: HR4/22/05/01HO**

SALARY : R744 255 per annum, (all inclusive)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor/ Bcom Degree (NQF7) in Human Resources Management/ Human Resource Development/ Training and Development/ Management of Training/ Public Management/ Public Administration. Valid driver's license. Five (5) years' experience of which two (2) years at Assistant Director level and three (3) years functional experience in Performance Management. Knowledge: Public Service Act, Public Finance Management Act, Treasury Regulations, Human Resource Management Policies, Human Resource Systems and Procedures, Performance Management, Labour Relations Act, Basic Condition of Employment Act, Batho Pele Principles, Public Service Regulations, PSCBC Resolutions, PMDS Policy. Skills: Strategic Management, Financial Management, Facilitation, Computer literacy, Communication, Interpersonal, Presentation, Planning and organizing, Problem solving.

DUTIES : Manage administration of individual performance management committee system in the department. Manage and administer the SMS Performance Management System. Manage and administer the Performance Management and Development System for SR 1-12. Manage the coordination and facilitation of support to Committee Service in the Branch. Manage PMDS SMARTGOV Platform. Develop, Review and Manage implementation of PMDS Policies and processes to ensure compliance.

ENQUIRIES : Mr S Nkhabelane Tel No: 012 309 4747
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office, Email: Jobs-HQ7@labour.gov.za

POST 15/38 : **ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMME REF NO: HR 4/4/7/73 (X2 POSTS)**

SALARY : R382 245 per annum
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : Three (3) year tertiary qualification in Public Administration / Business Administration / Development Studies/ Social Science. Valid Drivers Licence. Four (4) years functional experience of which two (2) years must be functional experience in Labour Activation Programmes/ Employment Programmes/ Enterprise Development/ Entrepreneurial and two years (2), experience at a supervisory level. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations (PSR), Labour Activation Framework, Skills Development Act (SDA), Project Management Principles (PMP), Diversity Management, Basic Education and Training (BET), Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Project Management Methodologies (PMBOK). Skills: Negotiation, Interpersonal, Presentation, Problem solving, Planning and Organizing, Policy analysis and interpretation, Communication (verbal and written), Computer Literacy, Report Writing.

DUTIES : Implement training / skills programmes relevant stakeholders that will benefit UIF Beneficiaries. Track and monitor progress in identified beneficiaries and institutions funded by Labour Activation. Implement information management systems and ensure the records in the section are maintained. Conduct Advocacy campaigns to create awareness on Labour Activation Programmes.

ENQUIRIES : Ms E Mokoena Tel No: (013) 655 8700
APPLICATIONS : Deputy Director: Beneficiary Services: Private Bag X7263, EMALAHLENI, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni

FOR ATTENTION : The Deputy Director: Beneficiary Services. Email: Jobs-MP@labour.gov.za

POST 15/39 : **ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES REF NO: HR4/4/1/182**

SALARY : R382 245 per annum

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| <u>CENTRE REQUIREMENTS</u> | : | Provincial Office Eastern Cape |
| | : | Three- year qualification in Office Management/ Administration/ Public Administration. Two (2) years Supervisory experience, Two (2) years functional experience in office support environment. Valid Driver's License. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing, listening and observation, Innovative, Analytical, Verbal and written communication. |
| <u>DUTIES</u> | : | Perform all administration pertaining to Inspection and Enforcement Services. Conduct Labour centre verification and audits to check if necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to PCI. Coordinate and monitor projects of the unit. Compile reports for the complex cases that require the attention of the PCI. Attend to DG and Ministerial enquiries. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms P Mbongwana Tel No: 043 701 3287 |
| | : | Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London. |
| <u>FOR ATTENTION</u> | : | Chief Director: Provincial Operations. Email: Jobs-EC2@labour.gov.za. |
| <u>POST 15/40</u> | : | <u>CHIEF PERSONNEL OFFICER: EMPLOYMENT RELATIONS REF NO: HR 4/4/7/74</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R321 543 per annum |
| | : | Provincial Office: Mpumalanga |
| | : | Three (3) year relevant qualification in Human Resource Management/ Labour Relations Management. Valid Drivers Licence. One (1) – two (2) years functional experience doing Employment Relations Management Services. Knowledge: Public Service Commission's rules for dealing with complaints and grievances, Public Service Co-ordinating Bargaining Council's Resolutions, Departmental policies and procedures, Interpretation of case law and trends in Labour Law, Planning and Organising, Research / Analysing, Batho Pele Principles, Public Finance Management Act, Employment Equity Act, Public Service Act, Public Service Regulations. Skills: Problem solving, Negotiation, Interpersonal, Presentation, Good Communication skills (oral and written), Research, Analytical, Report writing, Conflict, Computer Literacy. |
| <u>DUTIES</u> | : | Conduct and analyse all grievances and complaints received from employees in the province. Draft charge and finalise all misconduct cases in the province, Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment related matters to the Province. Provide administration support services in the section. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr M Matjeke Tel No: (013) 655 8700 |
| | : | Assistant Director: Human Resource Management & Employment Relations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni |
| <u>FOR ATTENTION</u> | : | The Assistant Director: Human Resource Management & Employment Relations. Email: Jobs-MP@labour.gov.za |
| <u>POST 15/41</u> | : | <u>SENIOR COLLECTIVE BARGAINING OFFICER REF NO: HR 4/22/05/03 HO</u> (Re-advertisement, applicants who applied previously must re-apply) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R321 543 per annum |
| | : | Head Office, Pretoria |
| | : | Three years' Tertiary qualification in Labour Relations/Human Resource Management/Law /Social Science/Public Administration/ Public Management. Two (2) years functional experience performing Labour Relations/Collective Bargaining services and at least one (1) year supervisory experience. Knowledge: Trade Unions, employer's organizations and Bargaining councils work, Departmental Policies Procedures, Public Service Regulations and Financial Management procedures, Labour Relations, Batho Pele Principles. Skills: Computer literacy, Leadership, Project Management, Verbal and written communication, Conflict Management, Interpersonal relations, Problem solving, Analytical, Client Orientation, Customer orientations, Customer focus, Supervisory. |
| <u>DUTIES</u> | : | Analyse, and process the recommendation of registration of labour organisations applications. Ensure compliance of labour organisations with |

legal requirements. Analyse and process the extension of collective agreements to non-parties. Supervise resources of the Section.

ENQUIRIES : Mr L Dithuge Tel No: 012 309 4131
APPLICATIONS : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 15/42 : **SENIOR ORGANISATIONAL DESIGN & JOB EVALUATION REF NO: HR 5/1/2/3/45**

SALARY : R321 543 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Management Services/ Production Management/ Work Study/ Operations Management/Public Management/ Administration) /Business Management (or Administration) / Human Resource Management plus Management Services Certificate or Applied Development Programme. Job Evaluation certificate is also required. 2 years' functional experience in organisational development environment. Knowledge: Compensation Fund, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. Work study techniques, procedures and methods. Job Evaluation and Organisational design. Job Evaluation models processes and techniques. Legislative Requirements: Public Service Regulations (PSR). PFMA and National Treasury Regulations. Public Service Act (PSA). Labour Relation Act. Batho Pele Principles. Whitepaper on Transformation. Skills: Problem solving. Root cause Identification. Presentation. Planning and Organizing. Strong Analytical Skill. Communication Skill (both Written and Verbal). Report Writing. Driving. Decision making. Budgeting and Financial Management. Continuous improvement. Performance Management. Planning and organising.

DUTIES : Maintenance of Organisational Structure of the Fund. Facilitate the development of Job descriptions/ profiles for the Fund. Analyse and evaluate the jobs using the prescribed job evaluation system (EVALUATE). Render a support with regard to provision of secretariat services for various committees.

ENQUIRIES : MS P Maluleke Tel No: 060 989 8339
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

APPLICATIONS : Direct your applications to: Jobs-CF10@labour.gov.za

POST 15/43 : **SENIOR PRACTITIONER: GENDER, DISABILITIES & YOUTH REF NO: HR 5/1/2/3/46**

SALARY : R321 543 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Humanities, Social Sciences. 2 years' functional experience in gender, disability and /or youth sector. Knowledge: Gender Equity and Women Empowerment Programmes. Promotion of rights of people with disabilities. Legislative Requirements: Public Service Regulations. Basic Condition of Employment Act. Public Finance Management Act. National Youth Development Policy Framework. National Youth Policy. National Youth Development Agency Act. United National Conventions on the Rights of persons with Disabilities. Commission on Gender Equality Act. Employment Equity Act with its applicable Codes of Good Practice. Skills: Communication. Interpersonal. Confidential and Code of Ethics. Negotiation. Decision making. Organisational. Computer Literacy. Problem solving.

DUTIES : Implement and Promote Gender, Disability and Youth programmes in accordance with accepted quality standards. Implement policies, strategies and guideline to promote mainstreaming, development and empowerment of woman, people with disabilities and youth. Evaluate implementation of Gender, Disability, Youth issues with Guidance. Liaise with and improve integration of internal activities, events, programmes and initiated projects focusing on GDY. Supervision of Staff.

ENQUIRIES : Mr I Makala Tel No: 060 963 4717
APPLICATIONS : Direct your applications to: Jobs-CF11@labour.gov.za
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/44 : **SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: HR 5/1/2/3/47**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Compensation Fund, Pretoria
: Three years` tertiary qualification in Human Resources Management/ Human Resource Development. 2 years` functional experience in a Human Resource Development environment. Knowledge: Compensation Fund business processes. Public service Regulations. Public Service Act. Stakeholders and customers. Customer Service (Batho Pele Principles). Technical Knowledge. DoEL Training and Development Policy. Competency Framework for different areas Skills: Communication (verbal, written). Analytical thinking. Computer literacy. Planning and organising. Problem solving and decision making. Business Writing. Data and records management. Legislative Requirements: PFMA and Treasury regulations. Skills Development levy. Skills: Communication (verbal, written). Analytical thinking. Computer literacy. Planning and organising. Problem solving and decision making. Business Writing. Data and records management.

DUTIES : Implement bursary programs for the province and Fund. Coordinate Compulsory Induction Programmes (CIP) and departmental orientation program in the Compensation Fund. Facilitate and implement training interventions as per personal development plans (PDP`s). Implement the workplace skills plan programs (WSP). Supervise staff and resources in the sub-directorate.

ENQUIRIES APPLICATIONS : Mr Njabulo Khuzwayo Tel No: 076 430 1163
: Direct your applications to: Jobs-CF12@labour.gov.za

POST 15/45 : **SENIOR PRACTITIONER: HUMAN RESOURCE PLANNING AND EMPLOYMENT EQUITY REF NO: HR 5/1/2/3/48**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Compensation Fund, Pretoria
: Three- year tertiary qualification 9NQF level 6) in Human Resource Management. 2 years` functional experience in Human Resource administration environment. Knowledge: Compensation Fund business policies, procedures and processes. Customer Service (Batho Pele Principles). Human Resource Management methods, principles and process. Public Finance Management Act. COIDA. Legislative Requirements: Public service Act. Public Service Regulation. Promotion of access to information Act. Skills: Technical proficiency. Computer skills. Communication (verbal and written). Meeting planning, organising and facilitation. Data and records management. Telephone skills and Etiquette. Problem solving and decision making.

DUTIES : Implement Human Resource operations and controls. Conduct Human Resource Audits and perform Human Resource reconciliation. Collect data for Employment Equity. Safe Keep HR Records. Administer PERSAL establishment within Fund.

ENQUIRIES APPLICATIONS NOTE : Violet Masemola Tel No: 012 405 5695
: Direct your applications to: Jobs-CF22@labour.gov.za
: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/46 : **SUPERVISOR: OFFICE SUPPORT REF NO: HR 5/1/2/3/49**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Compensation Fund, Pretoria
: Three-year tertiary Qualification in Public Administration or Management / Business Management or Administration / Health and Safety. 2 years` functional experience in office support environment Knowledge: Customer Service (Batho Pele Principles). Minimum Information Security Standards. Protection of Personal Information Act. COIDA Legislative Requirements: Occupational Health and Safety Act (OHS). Public Finance Management Act. National Treasury Regulations. Skills: Communication. Decision making. Customer Focus and Responsiveness. Planning and organising. Problem solving. Team Leadership. People and Performance management.

DUTIES : Coordinate the provision of Office Aid support. Coordinate cleaning, hygiene and pest services. Administer the boardroom allocation in Fund. Supervision of Staff.

ENQUIRIES : MJ Morris Tel No: 012 3199424
APPLICATIONS : Direct your applications to: Jobs-CF13@labour.gov.za
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/47 : **STATE ACCOUNTANT: ACCOUNTS RECEIVABLE REF NO: HR 5/1/2/3/50 (X2 POSTS)**

SALARY : R261 372 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three- year tertiary qualification in Financial Management/ Financial Accounting / Cost and Management Accounting. 1-year functional experience in accounts receivable environment. Knowledge: Compensation Fund business strategies, policies and procedure. Audits processes, principles and practice. Customer Service Principles (Batho Pele Principles). Risk management processes. Financial compliance and reporting. Public sector revenue and receivable processes. Accounts Receivable Internal controls. Accounting standards. GRAP (Generally Recognised Accounting Principles). Legislative Requirements: PFMA. National Treasury regulations. Promotion of Access to information Act. COIDA Skills: Computer skills. Technical proficiency. Business Writing Skills. Analytical thinking. Communication (verbal and written). Managing inter-personal conflict and problem solving. Planning and organising. Team Leadership. External Environmental Awareness.

DUTIES : Perform accounts receivable reconciliations. Perform financial administration process on accounts receivables. Prepare Accounts Receivable quarterly disclosures. Supervision of Staff.

ENQUIRIES : Mr Adrian Mathibe Tel No: 012 406 6581
APPLICATIONS : Direct your applications to: Jobs-CF14@labour.gov.za
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/48 : **PRACTITIONER: THIRD PARTY REF NO: HR 5/1/2/3/51**

SALARY : R261 372 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : LLB/Bcom Law qualification 1-year functional experience in third party/ debt collection environment. Knowledge: Compensation Fund business strategies, policies and procedure. Customer service principles (Batho Pele Principles). Understanding audits processes, principles and practices. Understanding financial risk. Understanding public sector revenue and receivable processes. Debt collection internal controls. COIDA Legislative requirements: PMFA. National treasury regulations. Promotion of Access to information Act. Skills: Computer literacy. Technical proficiency. Business writing skills. Analytical thinking. Decision making. Communication (verbal and written). Managing inter-personal conflict and problem solving. Planning and organising. Team leadership. External environment awareness.

DUTIES : Review validity of claims against the RAF. Prepare claims against Road Accident Fund. Prepare finalisation on the status of 3rd party claims. Review and finalise offers from RAF.

ENQUIRIES : Elri Boewer Tel No: 082 782 8609
APPLICATIONS : Direct your applications to: Jobs-CF15@labour.gov.za
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/49 : **PRACTITIONER: EXEMPTED EMPLOYERS REF NO: HR 5/1/2/3/52**

SALARY : R261 372 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year Qualification in Public management/ Public Administration/ Social science. 1 experience in claims processing environment of compensation or medical claims Knowledge: Compensation Fund business strategies, policies and procedure. Relevant stakeholders. Customer service (Batho Pele Principles). Risk awareness. COID Act. COID tariffs. Legislative requirements:

Public Service Regulations (PSR). PFMA and National Treasury Regulations. Public Service Act (PSA). Labour Relation Act. Batho Pele Principle Skills: Problem Solving. Presentation. Planning and Organising. Strong Analytical Skill. Communication Skills- Both Written and verbal. Report Writing. Continuous improvement. Performance Management.

DUTIES : Administer claims registration process. Adjudicate registered customer claims. Process medical accounts payments. Render medical accounts payments. Render administrative duties. Supervision of staff.

ENQUIRIES : Mr C Khosana Tel No: 063 694 0746

APPLICATIONS : Direct your applications to: Jobs-CF16@labour.gov.za

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/50 : **INBOUND AGENT REF NO: HR 5/1/2/3/53 (X3 POSTS)**

SALARY : R211 713 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Grade 12 certificate. No Experience required Core Knowledge: Compensation Fund mandate. Contact Centre vision and objectives. Contact Centre performance requirements. Customer care (Batho Pele Principles). Telephone Etiquette. Legislative requirements: COIDA Act. Public Service Regulations. PFMA and Treasury Regulations. Skills: Data Capturing. Computer literacy. Listening skills. Communication Skills. Interpersonal skills. Customer focused. Teamwork and collaboration. Self and time management. Attention to detail. Analytical thinking. Honesty, integrity and work ethic. Adaptation to change (resilience). Self-motivated. Accuracy.

DUTIES : Receive and process incoming calls. Conduct basic back office functions. Perform continuous process improvements.

ENQUIRIES : Mashilo Mangena Tel No: 012 319 9140

APPLICATIONS : Direct your applications to: Jobs-CF17@labour.gov.za

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/51 : **ACCOUNTING CLERK: ACCOUNT RECEIVABLE REF NO: HR 5/1/2/3/55 (X2 POSTS)**

SALARY : R211 713 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Grade 12. No Experience is required Knowledge: Compensation Fund business strategies, policies and procedure. Audits processes, principles and practices. Batho Pele Principles (Customer Services). Risk management processes. Public sector revenue and receivable processes. Financial compliance and reporting. Public service revenue and receivable processes. Accounts Receivable Internal controls. Account standards. GRAP (Generally Recognised Accounting Principles). Legislative Requirements: PFMA. National Treasury regulations. Promotion of Access to information Act. COIDA skills: Computer skills. Communication (verbal and written). Interpersonal relations. Data and records management. Telephone Skills and Etiquette. Problem solving.

DUTIES : Perform accounts receivable reconciliations. Perform financial administration process on accounts receivables. Prepare Accounts Receivable quarterly disclosures.

ENQUIRIES : Mr Adrian Mathibe Tel No: 012 406 6581

APPLICATIONS : Direct your applications to: Jobs-CF18@labour.gov.za

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/52 : **SAICA CHARTERED TRAINEE ACCOUNTANT REF NO: HR 5/1/2/3/58 (3 Years Fixed Contract)**

SALARY : R211 713 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Honours in Accounting (CTA) – NQF Level 8 or equivalent for eligibility to write SAICA ITC. Proof of academic record is required for all applicants. No prior working experience. Knowledge: Financial Technical Knowledge. Financial Management. Monitoring and Evaluation Platform. Generally, recognised Accounting Principles. Auditing standards. DoEL and Compensation Fund

Regulations, policies and procedures. Legislative requirements: COIDA Act. Public Service Act. PFMA and National Treasury Regulations. Public Service Regulations. Labour Relations Act. Basic Condition Employment Act. White paper on transformation of Public Services. Skills: Strong analytical Skills. Budgeting and Financial Management. Conflict management. Planning and organising. Problem solving. Risk Management. Time management.

DUTIES : Perform general accounting and external reporting within the Fund. Perform and monitor auditing assurance, risk management and governance of the Fund. Evaluate financial management and management decision making. Monitor and evaluate cash flow and investment decisions of the fund. Render administration activities.

ENQUIRIES APPLICATIONS NOTE : Ms J Achary Tel No: 066 044 4330
: Direct your applications to: Jobs-CF21@labour.gov.za
: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/53 : **CLIENT SERVICE OFFICER REF NO: HR 4/4/10/27 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R211 713 per annum
: Mafikeng Labour Centre
: Matriculation/Grade 12/Senior Certificate. Zero Experience. Knowledge: All Labour Legislations and Regulations. Private Employment Agency regulations and related ILO conventions. Public Service Regulations. Public Service Act. Knowledge of all Departmental Policies, Procedures & Guidelines. Batho Pele Principles. Skills: Interpersonal. Telephone etiquette. Interviewing. Computer literacy. Communication. Ability to interpret legislation. Problem Solving.

DUTIES : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.

ENQUIRIES APPLICATIONS : Ms N Litheko Tel No: (018) 387 8100
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW@labour.gov.za

POST 15/54 : **CLIENT SERVICE OFFICER: COID (X15 POSTS)**

SALARY CENTRE : R211 713 per annum
: Bethal Labour Centre: Mpumalanga Ref No: HR4/4/7/45 (X1 Post)
: Carolina Labour Centre: Mpumalanga Ref No: HR4/4/7/46 (X1 Post)
: Ermelo Labour Centre: Mpumalanga Ref No: HR4/4/7/47 (X1 Post)
: Middleburg Labour Centre: Mpumalanga Ref No: HR4/4/7/48 (X1 Post)
: Secunda Labour Centre: Mpumalanga Reference No: HR4/4/7/49 (X4 Posts)
: Mashishing Labour Centre: Mpumalanga Ref No: HR4/4/7/65 (X 1 Post)
: Mbombela Labour Centre: Mpumalanga Ref No: HR4/4/7/66 (X3 Posts)
: Mkhondo Labour Centre: Mpumalanga Ref No: HR4/4/7/67 (X1 Post)
: Standerton Labour Centre: Mpumalanga Ref No: HR4/4/7/68 (X1 Post)
: Sabie Labour Centre: Mpumalanga Ref No: HR4/4/7/69 (X1 Post)

REQUIREMENTS : Grade 12/Senior Certificate. No experience. Knowledge: Public Service Act, Public Service Regulations, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Services (Batho Pele Principles). Skills: Computer literacy, Business Writing Skills, Listening Skills, Telephone etiquette, Basic Interpersonal Skills.

DUTIES : Receive and verify documents for registration. Register claims on the Operational system. Assist employer services at the Kiosk, online system and service centres. Handle all services related queries and complaints.

ENQUIRIES : Mr M Ramatsetse Tel No: 017 647 5212 (Bethal Labour Centre)
: Mr RL Mokoena Tel No: 017 843 1077 (Carolina Labour Centre)
: Ms L Mashego Tel No: 017 819 7632 (Ermelo Labour Centre)
: Mr T Milanzi Tel No: 013 283 3600 (Middleburg Labour Centre)
: Mr IM Nkosi Tel No: 013 235 2368/9 (Mashishing Labour Centre)
: Ms R Masilo Tel No: 017 631 2585 (Secunda Labour Centre)
: Ms LL Shawe Tel No: 013 753 2844 (Mbombela Labour Centre)
: Mr R Mnyakeni Tel No: 017 826 1883/4 (Mkhondo Labour Centre)

APPLICATIONS

Mr I Ledwaba Tel No: 017 712 1351 (Standerton Labour Centre)
Mr P Mashile Tel No: 013 764 2105/6 (Sabie Labour Centre)
Deputy Director Labour Centre Operations: Private Bag X 1029, Bethal, 2310 or hand deliver at 9 Vuyisile Mini Street, Bethal or Email: Jobs-BTH@labour.gov.za
Deputy Director Labour Centre Operations: Private Bag X 718, Carolina, 1185 or hand deliver at Landbou Building, 20B Breytenbach Street, Carolina or Email: Jobs-CRL@labour.gov.za
Deputy Director Labour Centre Operations: Private Bag X9054, Ermelo, 2350 or hand deliver at Merino Building Cnr of De Jager & Joubert Street, Ermelo or Email: Jobs-EML@labour.gov.za
Deputy Director Labour Centre Operations: Private Bag X251833, Middleburg, 1050 or hand deliver at Emily Hobhouse Building, 175 Cowen Nthuli Street, Middleburg or Email: Jobs-MDB@labour.gov.za
Deputy Director Labour Centre Operations: Private Bag X9057, Secunda, 2302 or hand deliver at 4 Waterson Street, Sunset Park, Secunda or Email: Jobs-SCA@labour.gov.za
Deputy Director Labour Centre Operations: Private Bag X20081, Mashishing, 1120 or hand deliver at 51 De Klerk Street, Mashishing or Email: Jobs-LDB@labour.gov.za
Deputy Director Labour Centre Operations: Private Bag X11298, Mbombela, 1200 or hand deliver at Standard Bank Building, 29 Brown Street, Mbombela or Email: Jobs-NLS@labour.gov.za
Deputy Director Labour Centre Operations: Private Bag X34, Mkhondo, 2380 or hand deliver at Balalas Building, 42 Kotze Street, Mkhondo or Email: Jobs-PRT@labour.gov.za
Deputy Director Labour Centre Operations: Private Bag X2001, Standerton, 2430 or hand deliver at Caroto Building, 14C Vry Street, Standerton or Email: Jobs-STD@labour.gov.za
Deputy Director Labour Centre Operations: Private Bag X523, Sabie, 1260 or hand deliver at 10th Avenue (Old Spar Centre), Sabie or Email: Jobs-SBI@labour.gov.za

POST 15/55

ACCOUNTING CLERK: BANK RECONCILIATION REF NO: HR 5/1/2/3/56 (X2 POSTS)

SALARY CENTRE REQUIREMENTS

R176 310 per annum
Compensation Fund, Pretoria
Grade 12 certificate. No Experience is required Knowledge: Compensation Fund business policies and procedures and processes. Customer Services (Batho Pele Principles). COIDA. Financial Control Processes. Data capturing. GRAP. Legislative Requirements: PFMA. National Treasury regulations. Skills: Computer literacy. Communication (verbal and written). Interpersonal relations. Telephone Skills and Etiquette. Problem solving and decision making.

DUTIES

Maintain Funds bank accounts. Perform manual electronic reconciliation process. Provide administrative support.

ENQUIRIES APPLICATIONS NOTE

Mr Cecil makitla/ Ms Lerato Kwadi Tel No: 012 406 5719
Direct your applications to: Jobs-CF19@labour.gov.za
Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/56

ADMIN CLERK: THIRD PARTY REF NO: HR 5/1/2/3/57 (X2 POSTS)

SALARY CENTRE REQUIREMENTS

R176 310 per annum
Compensation Fund, Pretoria
Grade 12 certificate. No experience is required Knowledge: Public Finance Management Act. Treasury Regulations. Public Service Regulations Act Skills: Communication (verbal and written) Financial management. Planning and organising. Computer literacy. Interpersonal. Conflict Handling. Problem solving.

DUTIES

Recover or collect money from internal and external third parties. Administrate Road Accident Fund Claims. Handle all incoming enquires and provide feedback.

ENQUIRIES APPLICATIONS

Elri Boewer Tel No: 082 782 8609
Direct your applications to: Jobs-CF20@labour.gov.za

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 15/57 : **MSS ADMIN CLERK REF NO: HR 4/4/10/28**

SALARY : R176 310 per annum
CENTRE : Christiana Labour Centre
REQUIREMENTS : Matriculation/Grade 12/Senior Certificate. No experience required. Knowledge: Batho Pele Principles. Departmental Policies and Procedures. Treasury Regulations. Skills: Verbal and written communication. Interpersonal Relations. Problem Solving. Computer Literacy. Analytical. Planning and Organising.

DUTIES : To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and Office Management service to the Labour Centre Daily. Render a Human Resource Management. Responsible for Training and Performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.

ENQUIRIES : Ms N Litheko Tel No: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW1@labour.gov.za

POST 15/58 : **OFFICE AID: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/4/11/10**

SALARY : R124 434 per annum
CENTRE : Labour Centre: Temba
REQUIREMENTS : Standard 8/Grade 10. (0) Zero experience. Knowledge: Cleaning Practices, Catering, Office Practices Skills: Interpersonal relations, Verbal, Communication, Listening.

DUTIES : Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger functions.

ENQUIRIES : Ms G Malungana Tel No: (012) 127 1437
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email:Jobs-gp6@labour.gov.za

GRADUATE INTERNSHIP PROGRAMME FOR 2022/2023 TO 2024 FINANCIAL YEAR

NOTE : The Department of Employment and Labour, Mmabatho Provincial Office would like to invite qualifying applicants to apply for Graduate Internship programme, for the Financial year 2022/2023 to 2024. The Graduate Programme is meant to provide work exposure to graduates in their fields of studies. The applicants must be unemployed at the Public Service, never participated in any Internship programme and must be between the age of 18-35.

OTHER POSTS

POST 15/59 : **INTERNSHIP REF NO: HR 4/4/10/29**

SALARY : R6083.66 per month
CENTRE : Brits Labour Centre
REQUIREMENTS : A Three-year tertiary qualification in Public Management / Admin Knowledge: Compensation Fund objectives and business functions. UIF. Service (Batho Pele principles Customer) Skills: Required Technical Proficiency. Communication. Telephone skills and etiquette.

DUTIES : Arrange appointments for inspections three days before inspections. Plan and allocate cases to inspectors upon second day of receipt.

ENQUIRIES : Ms N Litheko Tel No: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW2@labour.gov.za

POST 15/60 : **INTERNSHIP REF NO: HR 4/4/10/30 (X2 POSTS)**

SALARY : R6083.66 per month

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|----------------------------|---|---|
| <u>CENTRE</u> | : | Potchefstroom Labour Centre |
| <u>REQUIREMENTS</u> | : | A Three-year tertiary qualification in Public Management / Admin Assistant/ Secretariat Knowledge: Compensation Fund objectives and business functions. UIF. Customer Service (Batho Pele principles) Skills: Required Technical Proficiency. Communication. Data Capturing. Data and records management. |
| <u>DUTIES</u> | : | Perform Integrated Client Service Officer Functions. Collecting UI Application. Perform screening of clients. Take IES complaints. Capture applications on ESSA. Collection of payment forms. |
| <u>ENQUIRIES</u> | : | Ms N Litheko Tel No: (018) 387 8100 |
| <u>APPLICATIONS</u> | : | Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW3@labour.gov.za |
| <u>POST 15/61</u> | : | <u>INTERNSHIP REF NO: HR 4/4/10/31</u> |
| <u>SALARY</u> | : | R6083.66 per month |
| <u>CENTRE</u> | : | Mafikeng Labour Centre |
| <u>REQUIREMENTS</u> | : | A Three (3) year tertiary qualification in Human Resource Management / Public Administration Knowledge: Compensation Fund objectives and business functions. Customer Service (Batho Pele principles). UIF. Skills: Required Technical Proficiency. Communication. Data Capturing. Data and records management. Telephone skills and etiquette. |
| <u>DUTIES</u> | : | Admin support. |
| <u>ENQUIRIES</u> | : | Ms N Litheko Tel No: (018) 387 8100 |
| <u>APPLICATIONS</u> | : | Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW4@labour.gov.za |
| <u>POST 15/62</u> | : | <u>INTERNSHIP REF NO: HR 4/4/10/32</u> |
| <u>SALARY</u> | : | R6083.66 per month |
| <u>CENTRE</u> | : | Klerksdorp Labour Centre |
| <u>REQUIREMENTS</u> | : | A Three-year tertiary qualification in Public Administration / Business Management. Knowledge: Compensation Fund objectives and business functions. Customer Service (Batho Pele principles). UIF Skills: Required Technical Proficiency. Communication. Data Capturing. Data and records management. Telephone skills and etiquette. |
| <u>DUTIES</u> | : | Take UIF applications. Register work seekers. Take IES Complaints. Capture applications on ESSA. |
| <u>ENQUIRIES</u> | : | Ms N Litheko Tel No: (018) 387 8100 |
| <u>APPLICATIONS</u> | : | Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW5@labour.gov.za |
| <u>POST 15/63</u> | : | <u>INTERNSHIP REF NO: HR 4/4/10/33</u> |
| <u>SALARY</u> | : | R6083.66 per month |
| <u>CENTRE</u> | : | Vryburg Labour Centre |
| <u>REQUIREMENTS</u> | : | A Three-year tertiary qualification in Public Administration / Business Management. Knowledge: Compensation Fund objectives and business functions. Customer Service (Batho Pele principles). UIF. Skills: Required Technical Proficiency. Communication. Data Capturing. Data and records management. Telephone skills and etiquette. |
| <u>DUTIES</u> | : | Take UIF applications. Register work seekers. Take IES Complaints. Capture applications on ESSA. |
| <u>ENQUIRIES</u> | : | Ms N Litheko Tel No: (018) 387 8100 |
| <u>APPLICATIONS</u> | : | Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW6@labour.gov.za |
| <u>POST 15/64</u> | : | <u>INTERNSHIP REF NO: HR 4/4/10/34</u> |
| <u>SALARY</u> | : | R6083.66 per month |
| <u>CENTRE</u> | : | Rustenburg Labour Centre |
| <u>REQUIREMENTS</u> | : | A Three-year tertiary qualification in Public Management / Office Management & Technology. Knowledge: Compensation Fund objectives and business |

functions. Customer Service (Batho Pele principles). UIF Skills: Required Technical Proficiency. Communication. Data Capturing. Data and records management. Telephone skills and etiquette.

DUTIES : Perform administrative work for IES unit. Schedule inspector appointments. Capture IES registers. Capture weekly and monthly stats. Allocate IES cases. Attend to IES enquiries.

ENQUIRIES APPLICATIONS : Ms N Litheko Tel No: (018) 387 8100
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW7@labour.gov.za

POST 15/65 : **INTERNSHIP REF NO: HR 4/4/10/35**

SALARY CENTRE REQUIREMENTS : R6083.66 per month
: Office of the CDPO Provincial Operations Mmabatho
: A Three-year tertiary qualification in Public Management / Office Management & Technology. Knowledge: Compensation Fund objectives and business functions. Customer Service (Batho Pele principles). UIF Skills: Required Technical Proficiency. Communication. Data Capturing. Data and records management. Telephone skills and etiquette.

DUTIES : Provide receptionist support. Render a secretariat services. Assist in monitoring and maintaining the budget including Supply Chain. Facilitate and coordinate all logistics. Track and monitor complaints and correspondence within the CDPO office c Record and distribute documents to various business units. Support office of the CDPO.

ENQUIRIES APPLICATIONS : Ms N Litheko Tel No: (018) 387 8100
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW8@labour.gov.za